



**RFA: DELFIG08192013**  
**FISCAL YEAR 2013 PRE-K FACILITIES IMPROVEMENT GRANT (ROUND 2)**  
**FREQUENTLY ASKED QUESTIONS**

**GENERAL**

**When will the Applicants be notified of the selection?**

Applicants will be notified of the award decision on August 28, 2013.

**Will the selected Grantee(s) receive assistance in finalizing their work plan and budget?**

Yes, an assigned OSSE Grant Monitor will meet with the individual Grantee(s) to review and refine (as needed) the work plan and budget submitted with the initial application.

**Will the Pre-Application conference PowerPoint presentation be available to all participants?**

To request the PowerPoint, please e-mail Lilian Tetteh at [lilian.tetteh@dc.gov](mailto:lilian.tetteh@dc.gov)

**Does the RFA only apply to services delivered in the District of Columbia?**

Yes, services must be delivered within the District of Columbia.

**How current does our certificate of Good Standing have to be?**

Certificate of Good Standing must be thirty (30) days within the grant application deadline.

**What are allowable expenses under this grant?**

The grant funds may be used for minor construction; system upgrades; new resource rooms, labs, athletics, etc. as well as feasibility studies, pre-development and other similar “soft” costs. Facilities improvement may include:

- Improvements to meet the Americans with Disabilities Act accessibility requirements (access to building, drinking fountains, outdoor play space, classroom and therapy areas, etc.)
- Equipment repairs/replacement
- Refurbishing Pre-K classrooms (painting, flooring, etc.)
- Toilets and sinks
- Tables, chairs, shelving, cubbies
- Play units (slides, climbers, climbing gyms, etc.)
- Changing stations
- Laundry rooms
- Storage areas
- Improvements to meet DCMR 29 Facilities Requirements



**What is the indirect cost rate for this grant?**

The OSSE indirect cost rate is 10%. Applicants may use a different indirect cost rate if they can show proof a higher federally negotiated indirect cost rate for their agency.

**Are letters of support required?**

No, letters of support are not required but are strongly recommended as a part of your application.

**ELIGIBILITY****Where can I find details regarding eligibility requirements?**

Please refer to the RFA for additional details concerning eligibility.

Eligible Organizations/Entities are requested from:

**Child Care Home providers**

- Must be licensed through OSSE
- Serving three (3) or more Pre-K aged children

**Organizations with a child care center**

- Must have a licensed classroom that serves Pre-K aged children
- First time applicants OR
- Organizations that have never been awarded a Pre-K Assistance Grant nor a Pre-K Incentive Classroom Grant

**Providers that are subsidy recipients are eligible to apply if they are in compliance with all mandated certifications and regulations as stipulated in their provider agreement(s)**

- Must have a licensed classroom that serves Pre-K aged children

**Individuals are not eligible to apply.**

Each applicant should provide evidence to show that it has the resources and management procedures sufficient to implement the proposed project, as well as exercise project accountability. Please note that entities with licensing infractions are not eligible to apply.

**FUNDING****What is the source of funding for this grant?**

Funding for the Pre-K Facilities Improvement Grant is made available through the District of Columbia Local Funds authorized by the Pre-Kindergarten Enhancement and Expansion Act of 2008. Grantees will be subject to requirements set forth in District of Columbia statutes and any accompanying regulations. The OSSE/DEL maintains the right to adjust

the grant award and amount based on funding availability. Funding for the award is contingent on continued availability of funds. This Request for Applications (RFA) does not commit the OSSE/DEL to make an award.

**What is the total amount available for each grant awarded?**

The total amount available for each grantee is \$25,000.00.

**What is the award period of this program?**

Grants under this Program will be awarded for up to five (5) months. The award period will be for five (5) months, beginning September 1, 2013 and ending January 31, 2014.

Provided the applicant successfully meets the performance objectives, the Office of the State Superintendent of Education may extend the terms of this grant. The total duration of this grant, including any continuations under this provision, shall not exceed twelve (12) months.

**Is this a cost reimbursement process or are funds given up front? How are payments made?**

The Pre-Kindergarten Facilities Improvement grant is a cost reimbursement grant. The Grantee must submit proof of payment/receipts, line of credit purchases, and/or signed delivery receipts in order to be reimbursed. Additionally, grantees will be paid via direct deposit.

**How long do payments from OSSE take?**

Provided that you submit your invoice and monthly progress report by the 10<sup>th</sup> of each month, it will take approximately 30 days for your invoice to be processed and for a payment to be issued.

**APPLICATION**

**When are applications due?**

As stated in the RFA, applications must be received on or before August 19, 2013, no later than 3:30 PM EST.

**How do I submit my application?**

There are two options for applications to submit their applications:

1. Applicants may submit their applications through an on-site submission process by placing their application on a flash drive then submit it to:

Office of the State Superintendent of Education  
Office of Grants Management and Compliance  
810 First Street, NE 9<sup>th</sup> Floor  
Washington, DC 20002

2. Online submission: <https://osse.sp.dc.gov/osse/ogmc/public/SitePages/Home.aspx>

**I still don't understand how to submit online. Where can I get help?**

You may come in person to the OSSE on Friday, August 16 from 9:30am- 5:00pm and on Monday, August 19, 2013 from 9:00am-3:30pm and a member of staff from the Office of Grants and Management and Compliance will assist you to successfully submit your application. You can also refer to the first page of the online submission page for additional guidance.

**What is included in the total number of pages?**

The maximum number of pages for the application body cannot exceed twenty-five (25) pages. Margins must be no less than one (1) inch and a font size of 12-point is required. (Times New Roman or Courier type is recommended). All pages should be numbered. The review panel shall not review applications that do not conform to these requirements.

Applicants are required to follow the format below:

The application narrative page limitations include the following documents:

- Executive Summary (*2 page maximum, approximately 1,220 words* )
- Table of Contents (*Excluded from page total*)
- Project Description (*maximum 20 pages, approximately 12,200 words*)
- Project Financial Information, Budget Narrative, and Operating Budget (*maximum 3 pages, approximately 1,830 words*)

**Note:** *Total application pages cannot exceed 25 pages. Applications over the 25 page limit will be disqualified from being reviewed.*

**APPLICATION DOCUMENTATION INFORMATION AND DESCRIPTIONS****Applicant Profile** (not included in 25 page limit)

The Applicant Profile section identifies the organization and project contact information.

**Format:** Complete the form

**Table of Contents** (not included in 25 page limit)

The Table of Contents outlines the documents included for the application.

**Format:** Upload a PDF document to fulfill this requirement.

**Application Summary** (2 page maximum, approximately 1,220 words)

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application

**Format:** Upload a PDF document to fulfill this requirement.

**Project Narrative** (20 page maximum or approximately 12,200 words)

Please provide a full project description of your project that addresses the following:

- Organization

- Need
- Target Population:
- Objectives
- Services
- Technical Assistance and Comprehensive Health Support Services
- Qualification and Experience

**Format:** Upload a PDF document to fulfill this requirement.

**Work Plan** (see instructions referenced in Section VI; not included in 25 page limit)  
The Work Plan is a timeline that lists measurable objectives, activities that meet those objectives, and projected completion dates.

**Format:** Upload a PDF document to fulfill this requirement.

**Budget Form** (see instructions referenced in Section VI)  
The Budget Form totals the projected cost amount for expenditures and details the grant funds and matching funds.

**Format:** Upload a PDF document to fulfill this requirement.

**Budget Narrative** (1 page maximum)  
The Budget Narrative is a brief description of the category of items proposed in the Budget Form. Descriptions should identify need and justification of grant funds for expenditures.

#### **A-133 Report (NEW)**

The A-133 audit document is an audit statement required for sub-recipients or grantees who expend \$500K or more in a year. Not applicable for Child Development Homes providers.

**Format:** If applicable please upload a PDF document to fulfill this requirement.

**Statement of Confidentiality** (see instructions referenced in Section VI)

**Format:** Upload a PDF document to fulfill this requirement.

**Acknowledgement of District and Federal Statutes** (see instructions referenced in Section VI)

**Format:** Upload a PDF document to fulfill this requirement.

**Certifications Licenses and Assurances** (see instructions referenced in Section VI)

If the Applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications, Licenses, and Assurances and Acknowledgement.

**Format:** Upload a PDF document to fulfill this requirement.

**Separation of Duties** (see instructions referenced in Section VI)

Please describe your separation of duties policy. This statement should indicate how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled such as assets handling, book keeping, and transaction comparison or review.

**Format:** Upload a PDF document to fulfill this requirement.

**Conflict of Interest** (see instructions referenced in Section VI)

Conflict of Interest Policy: A conflict of interest policy consists of a set of procedures to follow to avoid the possibility that those in positions of authority over an organization may receive undue advantages or inappropriate benefits. This document shall be agreed upon and signed by all board members.

**Format:** Upload a PDF document to fulfill this requirement.

**Documentation of Organizational Status**

Documentation of organizational status (e.g. Tax Exemption Letter). Not applicable for Child Development Homes.

**Format:** If applicable, please upload a PDF document to fulfill this requirement.

**Clean Hands**

The Certificate of Clean Hands must be completed and submitted to the District of Columbia - Office of Tax and Revenue. ***Please be aware, processing will take approximately seven (7) to fourteen (14) business days.***

**Format:** Upload a PDF document to fulfill this requirement.

**DC Childcare License**

The District of Columbia Child Care License identifies the applicant as a licensed child care provider in the District of Columbia.

**Format:** Upload a PDF document to fulfill this requirement.

**Recent Audit Statement**

A copy of the most recent audited financial statements. Not applicable for Child Development Homes providers.

**Format:** Upload a PDF document to fulfill this requirement.

**OR**

If the organization is new and does not have an audited financial statement, the organization should submit an Organizational Budget, Income Statement, and a Balance Sheet.

**Organizational Budget** (1 page maximum, approximately 610 words)

**Format:** Upload a PDF document to fulfill this requirement.

**Income Statement**

**Format:** Upload a PDF document to fulfill this requirement.

**Balance Sheet**

**Format:** Upload a PDF document to fulfill this requirement.

**Lease Ownership Document**

A copy of a lease, use agreement or deed demonstrating authority to make facility improvements.

**Format:** Upload a PDF document to fulfill this requirement.

**Evaluation Plan** (see instructions referenced in Section VI)

The Evaluation Plan outlines the objectives and resources that will lead to specific outcomes.

**Format:** Upload a PDF document to fulfill this requirement.

**Budget and Funding Information**

The Budget and Funding Information section lists all District of Columbia and Federal Government agencies the organization has received funding from within the last 5 years.

**Format:** Upload a PDF document to fulfill this requirement.

**Organizational Chart** (see instructions referenced in Section VI)

The Budget and Funding Information section lists all District of Columbia and Federal Government agencies the organization has received funding from within the last 5 years.

**Format:** Upload a PDF document to fulfill this requirement.

**Board of Directors List** (see instructions referenced in Section VI)

The Board of Directors List lists the members of the board of directors and identifies additional details and roles.

**Format:** Upload a PDF document to fulfill this requirement.

**Staffing Plan** (see instructions referenced in Section VI)

The Staffing Plan lists key individuals, their title and other position details.

**Format:** Upload a PDF document to fulfill this requirement.

**Collaboration Commitment Form** (see instructions referenced in Section VI)

Applicant organizations/entities pursuing this opportunity as a collaborative effort will complete and submit a Collaboration Commitment Form for each collaborative partner.

**Format:** Upload a PDF document to fulfill this requirement.

**Letters of Support**

**Format:** If applicable, upload a PDF document to fulfill this requirement.

**Staff Resumes**

**Format:** If applicable, upload a PDF document to fulfill this requirement.

**Floor Plan**

**Format:** If applicable, upload a PDF document to fulfill this requirement.

**Job Descriptions**

**Format:** If applicable, upload a PDF document to fulfill this requirement.

**Head Start Agreement**

**Format:** If applicable, upload a PDF document to fulfill this requirement.

**Other IRS**

**Format:** If applicable, please upload a PDF document to fulfill this requirement.

**Other Documents**

Other documents referenced in the RFA that support an application.

**Format:** If applicable, upload a PDF document to fulfill this requirement.

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**Is there a template for the table of contents?**

Please create a table of contents as you see fit for your application.

**Does the Work Plan have to fit into the space provided on the attachment?**

No. The work plan included is an example. The individual work plan to be submitted must include the same data elements.

**I'm a Home Care Provider, how do I fill out a separation of duties form?**

You can upload a document that states you do not qualify for a separation of duties form.

**Do the Child Development Homes have to provide audited financial statements? or are we required to provide three years of Individual Tax Returns?**

As a Home Care Provider, you are not required to provide audited financial statements nor are you required to provide Individual Tax Returns. As a grant applicant, we require that you provide a current OSSE issued Child Development License and a Clean Hands Certificate from the District of Columbia.

**Does the Tax Exemption Letter apply to Non-Profit Organizations only? I do not have a Tax Exemption Status therefore; do I need to submit this Tax Exemption Letter?**

As a Home Care Provider, you are not required to provide a Tax Exemption Status letter.

**I have an architect to do plans on my home for an expansion for a bathroom and an update for plumbing and electrical work. Will the architect fees be covered under the grant?**

Yes, Architect fees will be covered under this grant award as long as the services are performed within the grant period (after August 1<sup>st</sup>).

**I want to replace old doors and drywall with 1 hour fire separation doors and drywall. Can this be covered under the grant?**

Yes, these can be covered as long as they meet the requirements of the New Child Development Facility Regulations for Child Development Homes. Please cite the specific regulations that the proposed improvements will support. If you need a copy of the Regulations, we can provide you with an electronic copy, please contact Lilian Tetteh at [lilian.tetteh@dc.gov](mailto:lilian.tetteh@dc.gov).

**Do the Child Development Home Providers have to provide Conflict of Interest and Separation of duties policies?**

Yes, Home Care Providers are required to provide Conflict of Interest and Separation of duties policies. These policies can be a simple one page document that restates the requirement of the policies.

**What are the submission requirements?**

In order to be considered for funding, applications must be received no later than **August 19, 2013, 3:30 p.m. EST**. All applications must be submitted electronically to the Office of the State Superintendent of Education, Division of Early Learning to <https://osse.sp.dc.gov/osse/ogmc/public/SitePages/Home.aspx> no later than **3:30 p.m. EST**, on the deadline date of **August 19, 2013**. Alternatively, you may upload your application to a flash drive and submit it to 810 First Street NE, Washington, DC 20002, Ninth floor.

Applications received **after 3:30 p.m. EST** on August 19, 2013 **will not** be considered for funding. **Note:** Printed, hand delivered applications will not be accepted.

**CONTACT PERSON:**

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